

30 October 1975

MEMORANDUM FOR: Executive Assistant, Office of Personnel

SUBJECT : Highlights of Activities for the Control Division
for the Week Ending 30 October 1975

I. Highlights of activities for this Division for this week are as follows:

A. Mr. [REDACTED], DD/Pers/R&P, was given a tabulation of Agency Civilian Staff and Contract Personnel by Sex, by Race, by Sub-Category as of 30 September 1975.

B. Mr. [REDACTED] OCI/Pers, was given statistical data reflecting average time-in-grade of total Agency personnel promoted to GS-11 for calendar years 1972, 1973 and 1974.

C. TRB/Position Control Section compiled a list of 15 names of "E" careerists and investigatory employees (2 - Employees in OCI office working on Select Committee activities) by grade, date of grade and home organization for a special request from DCI Admin.

D. At the request of RAD, Position Control Section searched 15 names for location and service designation for computer input as participants in CIARDS to be effective 26 October 1975.

E. The CEMLOC System was used this past week to update RAD information for mailing labels.

F. TRB/Files Section sent 234 Other Agency Files material to the Federal Records Center in Missouri.

G. TRB/Files Section pulled 28 pictures for OD/Pers for a special investigation. (1/2 Hour Time of GS-04).

ADMINISTRATIVE-INTERNAL USE ONLY

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H. Qualifications Analysis Branch activities:

1. 1 Biographic Profiles was prepared;
2. 71 Biographic Profiles were updated;
3. 74 Biographic Profiles were furnished "As Is";
4. 45 Employee Files (344 lines) were coded;
5. 143 Cases (464 lines) - Coding updated;
6. 4,053 Sheets were xeroxed.

I. Special Projects Report:

Activity (1) - SSC Six Questions about Employees Grade 15
and above who have changed assignments
among Agency Directorates.

Activity (2) - SSC (requested thru EO/DPers).STAT

Activity (3) - SSC Agency On-Duty Strength from CIG in
1947 and any other group the Agency
absorbed in addition to CIG.

Branch: SRB

Personnel:

	<u>Hours</u>	<u>Grade</u>
Activity (1)	13	GS-13
	2	GS-07
	5	GS-05
Activity (3)	1	GS-12

Branch: TRB

Personnel:

Activity (2)	:30	GS-12
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II. Anticipated goals for next week:

A. CRT produced reports will be requested regarding pay
adjustments for the following pay scales: GPA, GPC, GAA, and GAB
for TRB/PI.

B. SRB will continue to work on SSC request in order to meet the
10 November deadline.

Chief, Control Division

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Distribution:

- Orig & 1 - Addressee
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